



COUNTY EMERGENCY &
DISASTER SERVICE

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589
Fax: (605) 773-5955

MEMORANDUM

TO: County Officials

FROM: Mary Bisson
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: December 30, 2004

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

Procedure to Dispose of County Records Using this Manual:

- The County Commission must adopt this manual as its Records Management Policy.
- Each County is required by law to retain a permanent list of all records destroyed pursuant to SDCL 1-27-19.
- According to Administrative Rule (ARSD 24:52:11:01) each County planning to destroy records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity.
- Records Management will review a County's list of records that it plans to destroy to ensure the appropriate retention periods have been met. The list should include the following: Record series number and record title as listed in this manual and the inclusive dates of the records being destroyed.
- For records not listed in this manual, you must petition the State Records Destruction Board, which meets annually, for authority to dispose of records. Contact Records Management for assistance with this process:

Contact Information:

Records Management
Mary Bisson, Director
104 S Garfield Ave.
Pierre, SD 57501
Phone: (605) 773-3589
Fax: (605) 773-5955

State Archives
Chelle Somsen, State Archivist
Cultural Heritage Center
900 Governors Drive
Pierre, SD 57501
Phone: (605) 773-3615
Fax: (605) 773-6041

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STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: State of South Dakota
DIVISION: Political Subdivision
OFFICE: County Offices
PROGRAM: Emergency & Disaster Service
RECORDS OFFICER: Director
RM CUSTOMER #: _____

RECORD		R.D.B.
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EDS-1. ACTIVITIES REPORTS, QUARTERLY:

85-021

This series contains a copy of the reports sent quarterly to the State Division of Emergency and Disaster Services. It is used to appraise the State of office activities and current projects. Information in the report includes the quarter submitted and a brief narrative and statement of progress on various projects.

RETENTION: Retain 1 year in office, then destroy.

EDS-2. ADMINISTRATIVE PLANS:

85-021

This series is maintained to govern day-to-day operations of the Emergency and Disaster Services Office. The plan sets forth minimum standards and responsibilities of the office. Information includes: duties of various office personnel, financial records management, and volunteer records.

RETENTION: Retain current in office. Destroy superseded or obsolete.

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EDS-3. ADMINISTRATIVE REFERENCE FILE:

85-021

This series is maintained for convenience of reference by the Director of the Emergency and Disaster Services Office. Topics in the file may include but are not limited to: training materials, publications, persons to contact for leasing of equipment or personnel in the event of disasters, state-wide communication services, temporary housing available, equipment rental rates, evacuation plans, fallout shelter locations and capabilities, fuel tank location, hazardous materials, county and state officials, South Dakota National Guard, South Dakota Safety Council, hospital locations and capabilities, and lists of volunteers to be contacted in emergency or disaster situations.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(NOTE: Cull files at least once each year to avoid a build-up of superseded or obsolete material.)

EDS-4. AGREEMENTS, JOINT POWERS:

85-021

This file contains agreements between the County Commission and the State Bureau of Administration, Purchasing and Printing Office. The agreements stipulate that the county may purchase equipment or supplies on the state contract price. The original agreement is maintained in the Auditor's Office.

RETENTION: Retain current in office. Destroy superseded or obsolete.

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EDS-5. AGREEMENTS, LOCAL COMPREHENSIVE COOPERATIVE:

85-021

This series contains a copy of the agreements between state, county, municipalities, and townships. The agreements outline which programs or agencies will perform specific tasks in the event of an emergency or disaster. The agreements are arranged chronologically by date. The State Division of Emergency and Disaster Services maintains the original agreement. Information includes: jurisdictional information, plan, training, warning manpower statistics, public information, communications, and projected program activities.

RETENTION: Retain current in office. Destroy superseded or obsolete.

EDS-6. BUDGET FILES:

85-021

This file may contain: budget requests, operating budget, and related working papers. Information is used for reference throughout the year in monitoring program activities and preparing future budget requests. The budgets are summarized in the "Minutes, County Commission."

RETENTION: Retain 3 years in office, then destroy.

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EDS-7. BUDGET AND STAFFING PATTERNS FILES:

85-021

This series is maintained to draft year-to-year budget/staffing proposals of the Emergency and Disaster Services Office. The reports are arranged chronologically by year and include proposed budgets and personnel staffing patterns of the office. The State Division of Emergency and Disaster Services maintains a copy of the report.

RETENTION: Retain 2 years in office, then destroy.

EDS-8. CORRESPONDENCE, GENERAL:

85-021

This series contains both copies of letters and memorandums sent and the originals of letters and memorandums received. The files are used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

EDS-9. CRISIS RELOCATION PLANS:

85-021

This series contains both state-wide and County Crisis Relocation Plans. They are drawn for ease of relocation for disaster victims. Each plan includes: specified disaster and host areas, host accommodations, medical facilities, staging areas, list of relocation officials, routes of travel, and shelter site capacities. Each plan supersedes the previous.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(NOTE: Subject to archival screening prior to disposal.)

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EDS-10. DAMAGE ASSESSMENT FORMS:

85-021

This series contains a copy of the standard forms sent to the Federal Emergency Disaster Services (F.E.D.S.) for requesting funds in the event of a county disaster. They are arranged chronologically by application date and contain a detailed assessment of damage to a particular area. The Auditor's Office maintains any fiscal records dealing with emergency funds.

RETENTION: Retain 3 years in office after damage is repaired, then destroy.

EDS-11. EQUIPMENT FILE:

85-021

This series contains a file for each piece of equipment the Emergency and Disaster Services owns or leases. They are used to keep current of prices, maintenance, and capabilities of the equipment. The auditor's office maintains a list of all equipment assigned to Emergency and Disaster Services.

RETENTION: Retain current in office. Destroy or transfer when respective equipment has been sold, transferred, or surplus.

EDS-12. INVENTORIES, CAPITAL ASSETS:

85-021

This series may contain: a copy of inventory listings or printouts, file maintenance forms which reflect changes in the inventory, an inventory procedures manual, and surplus property received and transferred forms. The original inventory listing is maintained in the County Auditor's Office.

RETENTION: Retain 1 year in office, then destroy.

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EDS-13. INVENTORIES, HAZARDOUS MATERIAL:

85-021

This series is maintained to inform the County Commissioners of any hazardous materials stored in, or being transported through the county. Information in the file includes: inventories of fossil fuels, agricultural chemicals, radiological materials, and chemical waste in the county. The files have little value the material has been transported or removed as a site in the county.

RETENTION: Retain current in office. Destroy when material has been transported or removed as a site from the county.

EDS-14. MAP FILE:

85-021

This file may contain maps from townships, municipalities, counties, or of the state. They are used by the Emergency and Disaster Services Office for reference when planning or responding to emergency or disaster situations within the county.

RETENTION: Retain current in office. Destroy superseded or obsolete.

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EDS-15. PERSONNEL FILES:

91-025

This series contains a folder for each employee in the Emergency and Disaster Services Office. Information in the file may include but is not limited to: application for employment, personal data sheet, personnel action notices, authorizations for payroll deductions, letters of reprimand or commendation, resume', service record, 05068000 notice of resignation, and supervisor's report of employee separation. The files serve as a history of the employee's service and are duplicated in the Auditor's Office.

RETENTION: Retain active in office. Transfer terminated to storage for 3 years. Destroy 3 years after termination provided sufficient data on hours worked and compensation received has been maintained by the Department of Labor, Division of Retirement and Insurance, and provided 1 year has passed since an independent post-audit report has been received.

EDS-16. PURCHASING AGENTS, AUTHORIZED (LISTS):

85-021

This series contains a list of people who have been authorized by the county commission to purchase equipment and materials in an emergency or disaster situation. Information is arranged alphabetically by agent name and includes: county, designated agent name, address, and telephone number. The lists are duplicated within the State Division of Emergency and Disaster Services.

RETENTION: Retain current in office. Destroy superseded or obsolete.

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EDS-17. REGULATIONS, U.S. AIR FORCE:

85-021

This series is maintained for convenience of reference for the Emergency and Disaster Services Office. It is used to provide information to the Director when dealing with Reserve personnel attached to the Emergency and Disaster Service program. The file contains rules and regulations pertaining to responsibilities of United States Air Force Reserve personnel when dealing with emergency or disaster situations in the county.

RETENTION: Retain current in office. Destroy superseded or obsolete.

EDS-18. SHELTER INSPECTION FORMS:

85-021

This series contains a copy of the inspection forms for various fallout and disaster shelters. They are used to document compliance with federal requirements for facilities in fallout or disaster shelters. The original is maintained by the State Division of Emergency and Disaster Services. Information includes: name of facility, address, date of inspection, and a detailed inventory of the facilities within the shelter. Inspections are performed annually.

RETENTION: Retain 1 year in office, then destroy.

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EDS-19. SHELTER KIT LOCATION LISTS:

85-021

This series contains a listing of all radiological kits located in the county. The list gives specific locations within various buildings for ease of retrieval for servicing or emergency purposes. Information includes: location of shelter, type of kit, exchange date, and location of kit within shelter. The State Division of Emergency and Disaster Services also maintains a copy of all shelter kit locations for maintenance purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

EDS-20. SURPLUS/LOAN PROPERTY FILES:

85-021

This series is maintained to document property received on loan or deeded to the Emergency and Disaster Services by the Federal Emergency Management Agency (F.E.M.A.). The equipment was loaned/donated to the county when it was declared surplus by the Federal Government. Information in the file includes: copies of contracts for the property loaned, photographs of the property or equipment, serial and title numbers, detailed descriptions, and intended use. The Auditor's Office maintains the titles and fiscal records to all equipment.

RETENTION: Retain 2 years in office after respective equipment has either been salvaged or transferred, then destroy provided 1 year has passed since an independent post-audit report has been received.

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EDS-21. TIME AND WORK RECORDS, DAILY:

85-021

This series is arranged chronologically by day and is used to report to the county commission how personnel time was spent. Information includes: time, work record, date, hours, and worked 05159performed. The report is used by the county commission to keep current on Emergency and Disaster Services personnel activities.

RETENTION: Retain 1 year in office, then destroy.

EDS-22. TRAINING EXERCISE RESULTS:

85-021

This series is maintained for convenience of reference to past training exercises when preparing new exercises. Information in the file includes: dates of exercise, type of exercise conducted, location of exercise, persons or agencies included in the exercise, equipment used, and a narrative critique of exercise results. Information is used to assure that new training exercises are conducted with the most efficiency possible.

RETENTION: Retain 3 years in office, then destroy.

EDS-23. TRAVEL AUTHORIZATIONS:

85-021

These blanket travel authorizations are filed here by the County Commissioners authorizing travel for the Director of Emergency and Disaster Services and his/her designees. This travel authorization is intended for Emergency and Disaster Service-related business. This authorization enables the Director to apply for federal funding for business-related travel. Information in the file includes: name of Director or designee, period travel authorized for, and the names of Commissioners approving travel authorization.

RETENTION: Retain through authorization period, then destroy.

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EDS-24. VEHICLE MILEAGE/MAINTENANCE RECORDS:

85-021

This file is used to keep the Director of Emergency and Disaster Services current as to motor vehicle maintenance performed. Information on the monthly record includes: odometer mileage, hours on air filter, oil filter hours/mileage, maintenance performed, and general condition of the vehicle.

RETENTION: Retain current in office. Destroy when vehicle is transferred or salvaged.

EDS-25. VEHICLE TITLES:

85-021

This series contains the owner's copy of the vehicle title issued by the State Division of Motor Vehicles. It is used as documentation to vehicle ownership and includes: owner name and address, description of the vehicle, and lien holder information. The State Division of Motor Vehicles maintains the original title.

RETENTION: Retain current in office. Transfer when respective vehicle has been sold or declared surplus.